

Retention and Classification Report

Agency: Health Planning Advisory Committee (509)

, UT

Records Officer: _____

01108 *Correspondence

AGENCY: Health Planning Advisory Committee

SERIES: 1108

1

TITLE: Correspondence

DATES: 1970-1975.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Correspondence documents agency history and functions.
Correspondence has ongoing research value.

PRIMARY DESIGNATION:

Public